

## INSTRUCTIONS FOR V VISAS

This office is pleased to inform you that we have recently received confirmation about your eligibility for a V visa.

To assist in providing the most efficient customer service and to expedite your visa processing, the Consular Section of the U.S. Embassy in Ankara uses a pre-appointment document screening system.

To process a V visa file and complete the visa interview on the same day, beneficiaries are required to courier their documents via United Parcel Service (**UPS**) to the American Embassy in Ankara. The local UPS phone number is (312) 444 0033. The address of the American Embassy is 110 Ataturk Blvd. Kavaklidere, Ankara 06100 Turkey.

You must send all documents and correspondence via UPS from Turkey or U.S. Your appointment letter or documentation (if it is incomplete) will be returned to you by UPS in ten working days if your documents are sent from Turkey. If you send items by UPS from United States, we will send your documents back via regular mail, which takes several weeks. You will be responsible for the cost of the return correspondence sent within Turkey by UPS.

The appointment will be scheduled for a few weeks after all documents are submitted.

There are no other alternatives for submitting a V visa documentation. You should follow the instructions below and submit the required forms via UPS.

- STEP 1**      **For Beneficiary:** Complete forms and obtain required documents listed.
- STEP 2**      **For Petitioner:** Complete financial information documents. Please provide certified copy of the full copy of your passport or re-entry permit along with the alien registration card. The documents certified by an U.S. notary public or the U.S. Interest Section of the Swiss Embassy in Tehran are acceptable.
- STEP 3**      **For Beneficiary and Petitioner:** Contact your local UPS and courier the required documents the Consular Section in the same envelope.

## REQUIRED DOCUMENTS

1. **FULL PHOTOCOPY OF PASSPORT:** Full photocopy of passport must be provided. The beneficiary's passport must be valid for travel to the United States and must have at least eight months validity beyond the issuance date of the visa. Children may be included in a parent's passport, but, if over the age of 16, they must have their photograph attached to the passport. **Please do not send your original passport.** You must carry your passport with you at the interview date.
2. **FORMS:** Please complete the following forms enclosed with this letter to submit to this office before your interview. Form DS-3052, Form DS-230 Part I ("Biographic Data"), Form DS-156 ("Application for a Nonimmigrant visa") in duplicate, DS-157 ("Supplemental Nonimmigrant Visa Application") to be filled out by all Iranian applicants

regardless of gender and age and Turkish male applicants between the ages 16 and 45, Form I-134 (Affidavit of Support) together with evidence which may be presented to meet the public charge provisions of the law must be fully completed. Questions that do not apply to the applicant's particular situation should be answered "N/A" or "Non Applicable".

3. **BIRTH CERTIFICATES:** One original and certified copy of the birth certificate of each person named in the application is required. The certified copy of the birth certificate must either have the raised seal or rubber stamp of the vital statistics office or it must be originally signed. Attorney certified copies without raised seals, rubber stamps or plain photocopies of birth certificates **will not be accepted**. The certificate must state the date and place of birth and names of both parents. Applicants born in a country other than their country of citizenship must present a birth-certificate from the country in which they were born. ("Nüfus Kayıt Örneği" if the applicant was born in Turkey).
4. **MARRIAGE CERTIFICATE:** If you are married please provide the original marriage certificate together with a full copies of all pages.
5. **DIVORCE DECREE OR DEATH CERTIFICATE:** If you were married previously, obtain one certified copy of the divorce decree or death certificate to prove the dissolution of each prior marriage. For divorces that took place in the U.S. or Turkey, the court-certified divorce decrees must either have the raised seal or rubber stamps and original signatures. Attorney certified copies without raised seals, rubber stamps or plain photocopies of court certified divorce decrees will not be accepted. For divorces that took place in Iran, applicants must submit the original divorce document - issued by Iranian courts - usually in booklet form. Marriage or birth certificates on which the divorce is registered and translations of divorce documents without the originals are not accepted in lieu of a court-certified divorce decree.
6. **COURT AND PRISON RECORDS:** Persons convicted of a crime must obtain a certified copy of each court record and any prison record, even if the beneficiary has been pardoned or granted amnesty.
7. **POLICE CERTIFICATE REQUIRED FOR APPLICANTS 16 YEARS AND OLDER:** Applicants are required to submit a police certificate from each locality of the country of the applicant's nationality or current residence where the applicant has resided for at least six months. Police certificates are also required from all other countries where the applicant has resided for at least one year. Regardless of the length of residence, a police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason. Police certificates from certain countries are considered unobtainable. The consular office will advise you about particular countries to which the police certificate requirement does not apply. Additional details regarding Police Certificates are provided separately in this packet.
8. **EVIDENCE OF FINANCIAL SUPPORT:** Evidence, which will show that you and your children, if any, are not likely to become public charges in the United States. An Affidavit of Support Form I-134 must be completed by the petitioner. The form must be notarized by a U.S. notary public or the U.S. Interest Section of the Swiss Embassy in Tehran. It must be submitted together with the petitioner's 1040 Individual Income Tax returns and W-2 forms or self-employment tax returns for the most recent tax year.

9. **EVIDENCE OF PETITIONER'S PERMANENT RESIDENCY STATUS IN THE UNITED STATES:** The beneficiary of a "V" visa (spouses and unmarried children of legal permanent residents who are under 21) may not receive a visa unless the petitioner is in valid immigration status. Beneficiaries of "V" visas must be prepared to show proof that the petitioner is in valid status at the time of their "V" visa interview. If the petitioner is present at the interview, his or her passport or re-entry permit must be presented along with the alien registration card. If the petitioner is not present, complete copies of the documents certified by an U.S. notary public or the U.S. Interest Section of the Swiss Embassy in Tehran are acceptable
10. **TRANSLATIONS:** All documents not in English must be accompanied by a certified English translation.

## **PROCESSING OF V VISA**

Upon receipt, each application will be reviewed. If the documentation is complete, the U.S. Embassy will schedule an appointment and notify the petitioner and the beneficiary by UPS with an appointment letter. If the documentation is incomplete, the entire packet will be returned without action to the sender via **UPS** within 10 working days. A checklist indicating the additional information will accompany the returned documents. As mentioned above, the applicants will be responsible for the cost of the return correspondence sent within Turkey by UPS and if the documentation was received by UPS from the United States the return correspondence will be sent back via regular mail, which takes several weeks. Applicants who do receive an appointment letter should arrive promptly for their scheduled interview.

Some Turkish applicants and all Iranian applicants require extensive security checks prior to issuance of the visa. These checks generally take between six to eight weeks or longer. In addition all Iranian applicants over the age of 16 and to certain other categories of visa applicants is contingent, pursuant to U.S. law, upon a name check clearance from the Department of State. No visa can be issued until all clearances are received. Applicants should thus plan their schedules accordingly.

Once everything is in order, the visa will be issued and sent to the beneficiary's address in Turkey via **UPS**.

## **INTERVIEW**

At the time of your final V visa interview, you must submit your medical report, the receipt for the \$100 V visa fee which should be paid to any DIŞBANK branch and two V-visa photographs.

1. **RECEIPT:** The fee for V-Visa is \$100.00 per person. The fee must be deposited at any branch of DIŞBANK before the interview. The closest Dışbank to the Consular Section is located at Paris Caddesi, No: 34/B Kavaklıdere, Ankara. Do not send the \$100 Dışbank receipt to this office before your interview. You will be required to submit this receipt to this office at the time of your interview.

Applicants who come for their interviews without a DIŞBANK receipt for \$100.00 will not be accepted. This may cause a delay in the processing of immigrant visas.

2. **MEDICAL EXAMINATION:** Before their final immigrant visa interview, all applicants are required to undergo a medical examination performed by one of several medical doctors authorized by this Embassy to administer the examination. Beneficiaries are responsible for making their own arrangements for the medical examination with any of the physicians listed on the attached medical information sheet. The beneficiary is also responsible for the cost of the examination. A medical examination is also required for each accompanying child.

**Do not send the results of your medical examination to this office before your interview.** You will be required to submit your medical report to this office at the time of your interview. Do not bring x-ray film to the Embassy.

3. **2 COLOR PHOTOS FOR EACH BENEFICIARY:** The applicant must submit two full-face photo, taken within the past six months. A full-face photo is one in which the applicant is facing the camera directly. The face should cover about 50 percent of the area of the photo. Photos must be taken against a white background. Photographs should measure 2 inches square (approximately 5 centimeters square) with the head centered in the frame. The head (measured from top of the hair to the bottom of the chin) should measure between 1 inch to 1 3/8 inches (25mm to 35 mm) with the eye level between 1 1/8 inch to 1 3/8 inches (28mm to 35mm) from the bottom of the photo. The photograph must clearly identify the applicant. The applicant should be dressed in normal street attire without a hat. Uniforms and/or head coverings, which obscure the applicant's features, hair, or hairline, may not be worn. If the applicant must wear head cover, the ears and the forehead must be seen clearly. Please do not wear earrings. Photos taken in front of busy, patterned, or dark backgrounds will not be accepted. Polaroid or digital photographs are not acceptable.

Please find below the addresses and the phone numbers of photo studios in Ankara and in İzmir that are familiar with non-immigrant photo requirements, for your convenience.

FOTO İZCİ COLOR  
Arjantin Cad. 40/C  
G.O.P., Ankara  
Tel: (312) 426-1536

ROYAL COLOR  
Güvenlik Caddesi 85,  
A. Ayrancı, Ankara  
Tel: (312) 426-2751

ROYAL COLOR (2)  
Güvenlik Caddesi 105  
A. Ayrancı, Ankara  
Tel: (312) 467-1645

GÜVEN COLOR  
Güvenlik Caddesi, 69/A  
A. Ayrancı, Ankara  
Tel: (312) 427-5252

FOTO AKAY  
Akay Cad. Konur Sok.75/E  
Bakanlıklar, Ankara  
Tel: (312) 418-7173

ÖZGÜN FOTO  
Güvenlik Cd.33/11-C  
A.Ayrancı, Ankara  
Tel: (312) 466 4364

STUDYO ALKİM  
Saif Eşref Bulvarı 47/A  
Alsancak, İzmir  
Tel: (232) 421-8283

FOTO GÜVEN  
Yalı Caddesi 230/1  
Karsiyaka, İzmir  
Tel: (232) 323-6667

## **MOST IMPORTANT**

No assurance can be given in advance that a visa will be issued. A consular officer can make a decision only after the formal application and all documents are reviewed, and that officer has personally interviewed the applicants.

IMPORTANT: Beneficiaries should not make any travel arrangements for departure, dispose of personal property or make other life changes until the visa has been issued.

This office will make every effort to expedite the process. However, should complications arise, applicants may be required to return to this office or furnish additional information.

Any child age 16 or older who is included on his or her parents' passport but whose photograph is not included in such passport, must obtain a separate passport.

### **CONTACT INFORMATION:**

**Email** : [CA-Ankara@state.gov](mailto:CA-Ankara@state.gov)  
**Website** : <http://ankara.usembassy.gov>

## INSTRUCTIONS FOR MEDICAL EXAMINATION FOR V VISA APPLICANTS

All intending immigrants are required to undergo a medical examination by one of the medical doctors authorized to administer the examination. The physicians will provide necessary medical examination forms. Please visit only one of the physicians on the list. You must have your passport with you in order to complete the medical exam. Make sure that your medical examination is completed before your appointment date and bring the results of the examination on your appointment date, together with the required documents.

**CHARGES FOR THE PHYSICAL EXAMINATION AND OTHER REQUIRED TESTS ARE TO BE PAID BY THE VISA APPLICANT. (FEES ARE AS FOLLOWS: BLOOD TESTS \$40.00; CHEST X-RAY \$25.00; PHYSICIAN \$50.00. EACH VACCINATION FEE VARIES FROM \$5.00 TO \$60.00 DEPENDING ON AGE AND VACCINES REQUIRED).**

Medical Doctor	Address	Phone Number	Working Hours
<b>Dr. Lale Tuncel</b>	Tunalı Hilmi Caddesi 110/4 Kavaklıdere, Ankara	(312) 467 0010 (312) 468 6151	Mon-Fri 10:00-19:00
<b>Dr. Mehmet Ugan</b> <b>Dr. Handan Ugan</b>	Atatürk Bulvarı, No:237/29 Kavaklıdere, Ankara	(312) 468 9541	Mon-Fri 08:00-19:00 Saturday 10:00-17:00
<b>American Hospital</b> Check up department, second floor	Güzelbahçe Sokak Nişantaşı, İstanbul	(212) 311 2501-02 (212) 311 2000	For appointment with the appropriate physician, please call in advance between: Mon-Fri 08:00-18:00 Saturday 08:00-13:00

### IMPORTANT NOTICE CONCERNING VACCINATION REQUIREMENTS

United States Immigration Law requires immigrant visa applicants to obtain certain vaccinations (listed below) prior to the issuance of an immigrant visa. Instructions and procedural guides direct panel physicians who conduct immigrant visa medical examinations to verify that applicants have met the vaccination requirement, or that it is medically inappropriate for the visa applicant to receive one or more of the listed vaccinations:

*Mumps, Measles, Rubella, Polio, Tetanus and Diphtheria Toxoids, Pertussis, Influenza Type B (HIB), Hepatitis B, Varicella, Pneumococcal, and Influenza.*

In order to assist the panel physician, and to avoid delays in the processing of an immigrant visa, all immigrant visa applicants should have their vaccination records available for the panel physician's review at the time of the immigrant medical examination. Visa applicants should consult with their regular health care provider to obtain a copy of their immunization record, if one is available. If you do not have a vaccination record, the panel physician will work with you to determine which vaccinations you may need to meet the requirement. Certain waivers of the vaccination requirement are available upon the recommendation of the panel physician. Only a physician can determine which of the listed vaccinations are medically appropriate for you, given your age, medical history and current medical condition.

**If you are fifteen (15) or older, a blood test for antibodies developed in response to infection by the Human Immunodeficiency Virus (HIV) is required. HIV is the virus that causes the Acquired Immune Deficiency Syndrome (AIDS). AIDS is the name given to a group of illnesses, which may occur in persons infected with HIV. HIV infection causes a defect in a person's natural immunity against disease. Victims are highly vulnerable to serious illnesses. This test is not to diagnose AIDS, but to detect antibodies to the virus. If the result is positive, it does not necessarily mean that you have AIDS or will get it. The results of your test will be provided to a consular officer. Also, it may be necessary to report results to the health authorities in this country. A positive test result will mean that you will not be eligible to receive a visa. A positive test result may also carry other consequences related to your day-to-day activities in this country.**

## POLICE CERTIFICATE

Police certificates are required for each visa applicant aged 16 years or older. Generally, you must apply for these certificates directly from police authorities in the district in which you reside. You must submit a police certificate from the country in which you currently live (if you have lived there for more than six months). If you lived in a different country for more than 12 months after the age of 16, you must also submit a police certificate from that country. If you were arrested or convicted of a crime in a country, regardless of your age at the time the crime took place, or how long you resided in that country, you must submit a police certificate from that country. The police certificate must cover the entire period of the applicant's residence in that area, and state what the appropriate police authorities records show concerning each applicant, including all arrests, the reason for the arrest(s), and the disposition of each case in which there is a record.

Present and former residents of the United States should NOT obtain police certificates covering their residence in the U.S.

**Police certificates are required from Turkey.** Turkish nationals should contact the closest "Cumhuriyet Savcılığı" (Public Prosecutors Office) to obtain Turkish police certificates. Police Certificates from Turkey are known as "Adli Sicil Kaydı".

**Police certificates are not required from Iran**, or any country on the following list:

<b>AFGHANISTAN</b>	<b>IRAN</b>	<b>SOMALIA</b>
<b>BANGLADESH</b>	<b>IRAQ</b>	<b>SUDAN</b>
<b>BULGARIA</b>	<b>LIBYA</b>	<b>TAJIKISTAN</b>
<b>CAMBODIA</b>	<b>MEXICO</b>	<b>TOGO</b>
<b>CHAD</b>	<b>MONGOLIA</b>	<b>TONGA</b>
<b>EQUATORIAL GUINEA</b>	<b>NIKARAGUA</b>	<b>UNITED STATES OF</b>
<b>HAITI</b>	<b>SIERRA LEONE</b>	<b>AMERICA</b>

**Police certificates from these countries are available only to persons physically present in the country who apply in person:**

<b>ALBANIA</b>	<b>GUATEMALA</b>	<b>NAMIBIA</b>
<b>BARBADOS</b>	<b>INDIA</b>	<b>PARAGUAY</b>
<b>ECUADOR</b>	<b>JORDAN</b>	<b>RWANDA</b>
<b>ERITREA</b>	<b>KUWAIT</b>	<b>UNITED ARAB</b>
<b>ETHIOPIA</b>	<b>MOZAMBIQUE</b>	<b>EMIRATES</b>
		<b>YEMEN</b>

**Police certificates from the following countries are available only through the United States Embassy or Consulate. Contact the American consular office if you currently are, or have been a resident of one of these countries:**

<b>COSTA RICA</b>	<b>KOREA</b>	<b>SRI LANKA</b>
<b>FIJI</b>	<b>NETHERLANDS</b>	<b>TURKMENISTAN</b>

**NOTE: Police Certificates from Turkey are known as "Adli Sicil Kaydı".**

**Please complete this form and forward it along with your documents.**

Beneficiary's Full Name : \_\_\_\_\_

Petitioner's Full Name : \_\_\_\_\_

Local Mailing Address : \_\_\_\_\_

: \_\_\_\_\_

U.S. Mailing Address : \_\_\_\_\_

: \_\_\_\_\_

E-mail (Beneficiary) : \_\_\_\_\_

E-mail (Petitioner) : \_\_\_\_\_

Telephone Numbers : \_\_\_\_\_

Mobile : \_\_\_\_\_

Work : \_\_\_\_\_

Home : \_\_\_\_\_